

Forward to Glenlake Minor Hockey Club Evaluation Process

The evaluation process outlined in this document is intended to ensure that the best interests of our players is held paramount throughout the process and to also recognize that community hockey at Glenlake is about fun, skill development, learning life lessons and what we hope will be the start of a lifelong love of the game of hockey.

The Glenlake Evaluation Committee and Board of Directors review the evaluation process annually. At the end of each season we survey our members, engage in an evaluation debrief by our Evaluation Committee, and we hold board discussions at which the board considers and votes its approval or non-acceptance of the Evaluation Committee's recommendations for change. This document is the result of all these efforts.

Glenlake's evaluation process strives to achieve fairness in governing the evaluation of players, it serves our children well, and it creates teams which are balanced and competitive. After our evaluation process is complete, the right players are placed on the right teams and in our view, there is no better process to evaluate community hockey players.

We encourage every member to read and understand our procedures and to volunteer to take part in the evaluation process in order to better understand the process.

Evaluation Committee, Glenlake Minor Hockey Club Updated August 2019.

Glenlake Minor Hockey Club (“Club” or “Glenlake”) Evaluation Procedures

1. Introduction:

- Glenlake’s player evaluation process marks the beginning of the hockey season and takes place prior to the start of the minor hockey season. Depending on deadlines provided to Glenlake by Hockey Calgary, the evaluation process will typically begin in early September for Timbits, Novice, Atom and Pee Wee players. Bantam and Midget players will commence evaluations in mid to late September as these are dependent on releases from Quadrant Hockey Our evaluation process provides:
 - an objective and fair evaluation process;
 - a transparent set of criteria by which to evaluate players during skills and scrimmage sessions;
 - a uniform and consistent process that helps both parents and players understand what will be expected on the ice; and
 - the best means for Glenlake to choose its teams to ensure that our teams are both competitive and composed of similarly skilled players. This will ensure the best possible opportunity for our players to develop and to enjoy the season.

2. Application of Guidelines:

- General: These guidelines are to be applied for Novice, Atom, Pee Wee, Bantam and Midget players. Should Glenlake ice a Junior team these guidelines will also apply to a Junior Program.
- Timbits: The following guidelines will not apply to the Timbits age category, as it is a non-competitive age category focused on skill development and an introduction into the game of hockey. Team structure for Timbits is based on the Timbits Manual developed by Hockey Calgary. This program focuses on skill development and the FUNdamentals of the game for players, coaches and parents. Timbits evaluations are completed informally during the first few on ice sessions. The Timbits Evaluation Team will consist of at least two (2) members of the Evaluation Committee (EC) - one of which shall be the Timbits Evaluation Coordinator and the Glenlake Timbits age group coordinator with the remainder being comprised of volunteers selected by the Timbits Evaluation Coordinator and approved by Evaluation Committee. The primary goal in selecting Timbits teams is to create balanced teams throughout the age group. Player evaluation consists of completing a macro-sort of players by ability (3 groups) and then allocating equal number of players to each team from each group of skill variation. Timbit Players will be two separate groups - Junior (first year) and Senior (second years) for this process.

3. Parent and Player Expectations

- Parents and players are expected to become familiar with Glenlake’s evaluations process through this document, informational meetings, and on-line postings.
- If parents have questions regarding the evaluations process or procedures, they are strongly encouraged to attend any Evaluation Process information session held prior to commencement of evaluations.

- Evaluations are a hectic, chaotic and stressful time for parents and players. Please remember that all members involved in evaluations are Glenlake volunteer parents dedicating a lot of time and energy to provide the most effective process possible. All efforts are made to consider players and parents during evaluations through preparation, communication, openness and transparency. Please consider volunteer's time and effort before criticizing.
- Parents are encouraged to communicate through their Glenlake (GL) Age Group Coordinators regarding any questions during evaluations. To the extent necessary or helpful, Evaluation Committee members (not evaluators) may respond to those questions. Parents are **not** permitted to discuss evaluation issues directly with evaluators.

4. Evaluation Committee

- The Glenlake Board of Directors (the “**Board**”) will establish annually, an Evaluation Committee (“EC”) to oversee all evaluations and to provide for accountability in the process. The EC will approve all major functions in the evaluation process. The main purpose of the EC shall be to administer the evaluation process and give direction to age group coordinators as necessary. The administration of the evaluation process requires the EC to be responsible for:
 - developing evaluation criteria;
 - approval of drills to be used for skill evaluation;
 - preparation of evaluation forms;
 - setting of initial groups for the start of evaluations for each age group;
 - appointment of Age Group Evaluation Committee ("**AGEC**") evaluators for each age group;
 - support AGEc recruiting evaluators;
 - communication to players and parents regarding the evaluation process;
 - removal of evaluators deemed to be in violation of these guidelines;
 - overseeing the distribution/collection of evaluation forms for each session;
 - ensuring proper tabulation/data collection of evaluation forms;
 - ensuring a proper audit process exists to identify and correct anomalies in the evaluation process;
 - develop PMC (player movement charts for all age groups, excluding Timbits);
 - approval of player movement numbers following each evaluation session;
 - will lead direction on addressing parent concerns regarding the evaluation process;
 - will lead where/when necessary, overseeing the selection of players by coaches;
 - ensuring that player rankings remain confidential and are not communicated to anyone outside the EC except as outlined in this process; and

- conducting a yearly post-evaluation process review and to recommend changes for consideration by the Board of Directors.
- The above list is not exhaustive. Other duties and responsibilities may be undertaken by the EC to ensure the evaluation process is fairly administered.

5. Evaluation Committee Members

- The Glenlake President shall be an ex officio member of the EC.
- The Glenlake VP Operations shall oversee the EC for the Glenlake board and shall be a member of the EC.
- At the Board of Directors' discretion, the EC shall be composed of a minimum of two Co-Chairs and either one or two members ("EC Age Group Coordinators") representing each age category in which Glenlake ices one or more teams (also referred to as an "age group"), with a maximum of two members per age category. The EC shall also include additional members, as required, responsible for goalie evaluations in each of the Atom through Midget age categories.
- All parents or guardians of Club members are eligible to serve on the EC, as are non-parent volunteers.
- The EC Co-Chairs shall be members of the Glenlake Board.
- Evaluators and current Glenlake Age Group Coordinators ("GL Age Group Coordinators") shall not be eligible to join the EC.
- The EC shall report to the Glenlake Board of Directors. Each member of the EC will have a vote on issues considered by the EC. In the event of a split vote, the Glenlake President shall have the final and deciding vote.
- Participation in the EC would ideally be at least a two-year commitment to ensure continuity in the EC and the evaluation process itself.
- No EC member shall be involved in any decision regarding his/her own child or children. In the event of an EC vote or decision (including coach selections of bubble players) involving the child of an EC member, that member shall recuse himself or herself from the related discussion and for any vote or decision related to that member's child.

6. Evaluation Committee Age Group Coordinators Interaction with Glenlake Age Group Coordinator

- GL Age Group Coordinators will work with their corresponding EC Age Group Coordinators and provide input where necessary. A GL Age Group Coordinator's role during evaluations includes:
 - communication with members regarding evaluation times and processes;
 - distribution of ice times, and bib/pinnie numbers;
 - recruitment of potential evaluators for consideration by the EC; and

- provide all operational requirements during evaluations such as pucks, pylons, on-ice volunteers, and volunteers to run the benches and clocks.
- The EC Age Group Coordinators for each age category will ensure that these Evaluation Procedures are followed for all evaluations. Depending on the severity of any specific issue that may arise, the EC Age Group Coordinators may consult with the EC Co-Chairs, and if necessary the EC Co-Chairs may call a meeting of the EC to determine critical evaluation/procedural issues. Only EC members will be entitled to vote regarding determination of Evaluation processes or procedures issues. GL Age Group Coordinators are invited to provide input and expertise, but **do not** have voting rights related to issues considered by the EC.
- GL Age Group Coordinators need to work closely with the corresponding EC Age Group Coordinators as the evaluation process nears completion in order to determine the likely teams where children of coach applicants may be placed.
- **ALL** EC members shall ensure that player rankings are not divulged to the GL Age Group coordinators.

7. Evaluators

- Glenlake is committed, to the extent possible, to using the parents of Glenlake players to evaluate players in each age category. In its discretion the EC may use experienced non-parent (“independent”) evaluators to supplement evaluations by parents, or instead of evaluations by parents.
- The EC will approve all evaluators, but in the event an EC is not struck or is unable to be struck, the Board will approve all evaluators.
- The role of an evaluator is to be un-biased in fairly and honestly determining the skill levels of players against pre-determined hockey skill sets. For that reason, to the extent possible, evaluators should be hockey knowledgeable individuals.
- To be considered as an evaluator, individuals must commit to a pre-determined level of attendance. The EC will advise evaluators of the minimum number of sessions they must evaluate to obtain Glenlake volunteer credits.
- Evaluators who do not attend the minimum number of sessions as outlined by the EC will not receive volunteer credits. Evaluators who are removed by the EC will not receive volunteer credits.
- To the extent possible, evaluators should be chosen to represent a variety of the previous season’s teams and from both years of players represented in an age groups.
- Evaluators shall evaluate based on evaluation criteria presented to them by the EC, which criteria shall be set in advance of the evaluations. No evaluators should be chosen at the “door” unless there is a shortage of evaluators present for a session or for an age group. The EC will strive for a minimum of eight and a maximum of fifteen evaluators per session in each age group.
- Evaluators must attend a pre-evaluation meeting with the EC to familiarize themselves with the process, drills and criteria that will be used for evaluations.

- The evaluation forms used to evaluate skaters shall be as attached to these Evaluations Procedures.
- All evaluator forms completed properly will be used. Evaluators will be required to sign their forms. Unsigned forms, forms from evaluators who leave a session early, forms from evaluators who are seen to be conversing with other evaluators during a session or forms from evaluators who are suspected to have unfairly evaluated a player or players, will not be used in tabulating results.
- An evaluator may be removed by the EC should he/she leave sessions early, converse with other evaluators, or unfairly evaluates players.
- In Pee Wee, Bantam and Midget age categories, to the extent possible, there shall be evaluators specifically assigned to evaluate forwards, defensemen and goaltenders. At each session, approximately 60% of evaluators will be assigned to evaluate forwards, and the remaining evaluators will be assigned to evaluate defensemen and/or goaltenders, as required.
- Parent evaluators shall NOT evaluate a session in which their own child is being evaluated.
- Goaltenders shall be evaluated by a separate and dedicated group of independent or parent (as determined by the EC) goaltender evaluators identified prior to the start of evaluations.
- The EC may create a pool of qualified evaluators, from which it may draw evaluators randomly to evaluate particular sessions based on need for additional evaluators and availability of pool evaluators at the particular evaluation session time. The evaluators in such pool must be hockey-knowledgeable individuals, who are capable and willing to evaluate a variety of age groups and skill levels.
- Head Coach and assistant coach applicants are strongly encouraged to evaluate sessions to enhance their familiarity with players and with Glenlake's evaluation process.
- If a sufficient number of evaluators is not found for a particular age group, the parents of players in that age group shall be notified by email of the shortage of evaluators, and encouraged to participate as evaluators. If, after such notification, there remains a shortage of evaluators for that age group, the EC shall in its discretion, allocate players to the team(s) for that age group.

8. Evaluation Process – Players

- Players in Novice, Atom and Peewee will commence evaluations with third party timed skates to establish initial seeding groups
- Players in Bantam and Midget will be initially seeded into groups based on the team category and level they played the previous season. Incoming players into and Age Group will be seeded relative to the returning players as judged by the EC.
- If a player did not play for Glenlake in the previous season but played community hockey in Calgary, then that player will begin in the session with, or as close as reasonably possible, to the players from the same division in which that player played the previous season. If Glenlake did not ice a team in the division in which the player played, then the player will start with the Glenlake group which played in the closest lower division

- If a player did not play for Glenlake in the previous season but played either recreational hockey, or community hockey outside of Calgary, then the EC will, after making inquiries regarding the player's previous experience, determine which group the player will start in.
- If a player did not play hockey at all the previous season then that player will begin with the lowest evaluations group unless the EC determines reason(s) why the player should begin above the lowest evaluations group.
- Atom players must identify upon registration whether they are to be evaluated as a skater or as a goaltender. Should a player wish to move from goaltender to skater during the course of an evaluation then they shall cease to be evaluated as goaltender.
- All players in Pee Wee, Bantam and Midget age categories must identify upon registration whether they are to be evaluated as forwards, defense or goaltenders. No player shall be simultaneously evaluated at more than one position.
- Should a goaltender choose to be evaluated as a player during the course of the evaluations, or after playing as a goaltender the previous season, then at the discretion of the EC, that player may begin his or her evaluation as a player in the lowest evaluations group unless the EC determines reason(s) why the player should begin above the lowest evaluations group.
- To ensure as much anonymity and fairness as possible, each player will be issued a numbered “bib” or “pinnie” to be worn over their hockey sweater at all evaluation sessions. Players will only be identified to and by evaluators by their bib/piney numbers.
- The EC may in its discretion, require players to change visible equipment, uniforms, or other items the EC believes may be used to identify or otherwise provide an advantage in evaluations to a particular player or group of players.

9. Missed Evaluations

- Players who are absent for one or more evaluation sessions may not be properly or completely evaluated. It is the responsibility of the parent and the player to ensure that players attend each evaluation session.
- Should a player miss one or more of the initial evaluation sessions for whatever reason, the player will be placed in an initial evaluation group at the sole discretion of the EC.
- Should a player miss an evaluation session, that player shall not be eligible to move up, and shall remain in the evaluation group in which the player evaluated in the immediately preceding evaluation.
- Should a player miss evaluation sessions to the extent that the player cannot be properly evaluated, the player will be provisionally placed (“Provisionally Placed”) on a team at the sole discretion of the EC.
- When Provisional Placements are made, the EC retains the right, within one month following the Provisional Placement, to move the player one team higher or lower than the team on which the player was Provisionally Placed.

- All players provisionally placed will have member(s) from the EC and/or GL Board Executive come and watch players during practice and/game within one month of placement and discuss the players placement with the Head Coach to confirm placement is deemed correct.
- The EC is not obligated to Provisionally Place, except in cases where illnesses, injuries, family emergencies, or other factors, made it unreasonable or impossible for the player to attend the evaluation session(s). Ailments determined by the EC to be minor in nature, shall not justify a Provisional Placement. The EC will typically require doctors' notes to verify illnesses or injuries. The EC in its sole discretion shall determine any exceptions to the requirement to provide a doctor's note, and shall reasonably determine the validity of any other causes for missing evaluations. If school related, a letter from school may be required for verification.

10. Evaluations - Sessions

- In Bantam and Midget, players will initially be sorted into groups based on the category and level at which they played the previous season whereas Novice, Atom and Peewee players will be initially sorted through the timed skates. The number of players registered for that age category will determine the number of seeded groups in the age category. It is preferred that each initial group of players should be comprised of 15 – 35 players, though numbers may be higher or lower, again depending on the number of players registered for that age category.
- It is preferred that there be no team splitting when setting initial groups. That is, players who played together on a team the previous year should be in the same initial group for their respective age group. If necessary, the initial groupings should be lower in number of players rather than higher in order that evaluators can assess players more immediately and with greater proficiency. In particular, initially the higher level groups in the age category should have the lowest numbers of players so that players in lower groups will, based on evaluation performance, have the opportunity to move up to a higher group.
- Players will be evaluated over 3 to 7 ice sessions, with the number of ice sessions determined by the number of players registered for each age category and also by ice availability.
- Movement is necessary and critical to the integrity of the evaluation process. Over a 5 or 6 session evaluation process, the macro sort sessions should see approximately 20 – 60% movement of players after each session.
- There will be no movement during a session. Specifically, players will only be moved between groups after evaluation forms are submitted in to the EC Age Group Coordinators and the evaluation results are calculated for the session in which players participated.
- Forwards and defensemen will, based on evaluation performance, either stay in the group in which they evaluated, or be moved up from one group to the next higher group. Forward and defense cannot be moved to a lower evaluation group. Goaltenders may be moved up or down during evaluation process to ensure that evaluators can assess relative goaltender performance more accurately.
- Skills only sessions will focus on a variety of skills including forward and backward skating, puck handling, passing and shooting. Subsequent sessions may be either a skills only session, a combination of skills and scrimmage, or full ice scrimmage. Four-on-four scrimmage sessions may be included at the discretion of the EC. Glenlake shall, prior to commencement of evaluations, post on the Glenlake website, an outline of the timed drills used for Novice, Atom

and Peewee. In addition, all drills to be used during skills sessions will be posted as well as the anticipated split between skills and scrimmage in each session.

- For Novice and Atom age categories in which players do not designate forward or defense positions, all players shall rotate through all positions during scrimmages. If a player refuses to play either forward or defense during an evaluation scrimmage, the bench volunteer will be instructed to NOT let that player on the ice for that shift.
- For scrimmage sessions, reasonable attempts will be made to create teams of equal skill. Volunteers running the benches will be instructed to ensure that players do not play with the same lines or defense pairings and that the same players and lines do not play against each other for most of, or the entire, session.
- For Midget scrimmages scheduled against adjacent community association teams, the EC may elect to reduce the number of participants playing in the scrimmage for GL, if required. If it is determined that the reduced number of players is beneficial to the evaluation process, top evaluated players from the group would be selected to sit out.
- The Evaluators will evaluate the players in each session according to skills/scrimmage and forward/defense criteria as applicable to the session being evaluated, as provided to the evaluators prior to the session, and as attached to these Evaluation Guidelines as “Appendix 1”. During that evaluation session, the evaluators will score the players by categorizing players in roughly equal numbers from highest level to lowest level using the forms attached to these Evaluation Guidelines as “Appendix 2” for the initial ice times, and using the forms attached as “Appendix 3” for the final two ice times. The exact content and structure of the forms may differ between age groups. The absolute number of players to be identified in each evaluation category will be determined solely by the EC Age Group Coordinators. The resulting score for each player is then used to determine which players in the session will move to the next higher group for the next evaluation session for that age category. In PeeWee, Bantam and Midget, an appropriate number of both defense and forwards will typically be moved after each session.
- There must be supervision on the bench during evaluation scrimmages and a buzzer will be used. Bench supervisors are to provide orderly changing of lines and are NOT permitted to coach players during the scrimmage. Parents will not assist on the bench that their child is on.

11. Bantam/Midget Sessions - Checking

- If Glenlake anticipated having no more than two Bantam teams in the Body Contact division in upcoming season (B1 and B2), body contact will only be permitted in the top Bantam evaluation group and this group is intended to be comprised of all possible players for Bantam 1 and 2.
- If Glenlake anticipated having three Bantam team in ‘Body Contact’ in the upcoming season (B1, B2 and B3) EC will expand body contact to the top two groups and by last session Group 1 and 2 is intended to be comprised of all possible players for the Bantam 1, 2 and 3 team.
- If Glenlake anticipated of having no more than two Midget teams in Body Contact division in upcoming season (M1 and M2), body contact will only be permitted in the top Midget evaluation group and this group is intended to be comprised of all possible players for Midget 1 and 2.

- If Glenlake anticipates of having three Midget teams in the ‘Body Contact’ divisions in upcoming season (M1, M2, M3) EC will expand body contact to the top two groups and my last session Group 1 and 2 is intended to be comprised of all possible players for Midget 1, 2, and 3.
- Any player who has opted OUT of Body Contact for the upcoming season will not skate in the top (checking) Bantam/Midget Evaluation Group(s) at any point during the evaluation process.

12. Sessions - Player Movement

- To determine how many players in each session will move up to the next higher group in that age category for the ensuing evaluation session, the EC Co-Chairs will develop a “Player Movement Chart” of anticipated player movements for all sessions. Player Movement Charts are a guide only. Target group sizes will vary by age group and session and, based on a variety of factors, more or fewer players may move at the discretion of the EC after the evaluation points have been tabulated.
- With the exception of goaltenders, player movement during the evaluation process should be upwards only. This DOES NOT mean that players are guaranteed to move to a higher team than the player played for the previous season – each player must, during evaluations, earn his or her way onto the team for which that player will play during the upcoming season. Players may play for a lower team or in a lower division than in the previous season, which possibility is dependent upon how that player performs during evaluations relative to the other players in his/her age group. If a player is selected to a team lower than previous year, the EC will communicate this with the parents prior to team announcement.
- Criteria for determining the number of players to move will include the number of players in the group and the session number, and will be determined at the sole discretion of the EC Co-Chairs. subgroup.
- Evaluations sessions will be divided into two different groups of sessions:
 - Macro-Sort - All sessions prior to the last two (2) sessions are Macro-Sorts of players, after which players will be moved into groups with players of similar skill and abilities. The primary goal of the Macro-Sort sessions will be to identify the top players in a group who will move up to the next higher group in that age category for the ensuing evaluation session. The remaining players will stay in the lower group for the ensuing evaluation session. Prior to the start of each session, the EC subgroup will advise the evaluators how to categorize the players for that session. After each session, the EC subgroup will calculate the total number of evaluators that have identified a player in each category on the form used for that session. The EC subgroup will tabulate each player’s rankings to determine which players move up. The number of players targeted to move up will be decided prior to each evaluation session by the EC. However, the EC subgroup has the discretion to move more or less than the targeted number of players in the event numerous players in an evaluation group received equal evaluation scores in an evaluation session.
 - Micro-Sort - The final two sessions will be a Micro-Sort where players will be ranked, to facilitate forming teams. The evaluators will place all the players in one of five categories: Category 1 being approximately the top 20% and Category 5 approximately the bottom 20%. The evaluators will put a checkmark in the appropriate category for each player. That is, if there were 25 skaters on the ice, 5 would be category 1, 5 would be category 2 and so on with the bottom 5 being in category 5. For Peewee and above, forwards and defensemen will both

be ranked in this way, but by different teams of evaluators, who are evaluating either forwards or defense. After each session, each player will be assigned “points” based on that player’s category ranking by each evaluator, and also based on the evaluation Group that player was evaluating in. The following table outlines the points to be assigned per Group and Category:

	Category 1 Top 20% players	Category 2	Category 3	Category 4	Category 5 Bottom 20% players
Group A	1	2	3	4	5
Group B	5	6	7	8	9
Group C	9	10	11	12	13
Group D	13	14	15	16	17
Group E	17	18	19	20	21
Group F	21	22	23	24	25

- The Micro-Sort points will be equalized to the equivalent of 10 evaluators, as there might not be the same number of evaluators at each session. If an evaluator places a player in Group A (top group) in the top 20% players (Category 1), that player will get 1 point. If another player is placed in Category 3 in the same Group A he/she will get 3 points. If a player receives a total of 98 points from 19 evaluators, his/her final score would be calculated by taking the total points (98) divided by the number of evaluator (19) and then multiplied by 10. $98/19 = 5.15$ point avg. per evaluator: $5.15 \times 10 = 51.50$ ranking points. The quotient will be taken to 4 decimal points if necessary. This will ensure that no player is advantaged due to an unequal number of evaluators between sessions and/or days. For example, if 1 session had 19 evaluators and the other only 15, the point tally would be mathematically normalized to equal voting by 10 evaluators, to ensure the results are not skewed in favor of the session with the highest number of evaluators. As in golf, the player with the lowest score will be ranked first and so on.
- After each Macro-Sort and Micro-Sort session, the EC Evaluations Age Group coordinators will gather the evaluation data, calculate the points for each player, and the EC Co-chairs will determine the number of players that will be moved up. The players will be contacted by email to advise which group they will skate with at the next session.
- Player moves following the first of the Micro-Sort sessions will be based on the total point’s summary. For moves up, players with the lowest points will move. Ties will be resolved by counting checkmarks in either Category 1, or if that does not break the tie, then Category 5. If the players are still tied, then counting of the checkmarks in categories 2, 3 and 4, in that order, will be used.
- The EC Co-chair will determine the number of players to be moved and will prepare the evaluation forms for the next session.

- There is potential for a player to move after any session until that player is in the top group for the player's age category. For example, a player moving up after session 1 could again move up after session 2.

13. Data Review

- In the event that a player and/or his or her parents wish to discuss the backup data supporting that player's performance and resulting group placements or ultimate rankings of the player as a result of evaluations, such player or parents must first provide a data review fee of \$250 payable to Glenlake. The fee is non-refundable in any circumstances. Review of such data shall only include data related to the player who requested the review AND IN NO CIRCUMSTANCES shall such review provide or discuss any data related to any player other than the player who requested the review. All decisions of the EC related to data that is reviewed are final.

14. Team Selection

- It is important for players and parents to recognize that evaluation groups DO NOT equate to team numbers. Evaluation groups will generally be comprised of players for more than one team.
- Team selection will take place following the conclusion of the final evaluation session of an age category and should occur once evaluation rankings are finalized and Coach selection committee have chosen coaches for each team in the age category.
- Team selection should take place in a private setting. The EC Co-Chairs will represent all age groups along with GL officers, and the coach of the team being selected (coach attendance applicable to teams with bubble picks only). These are the only individuals who should be present during team selection.
- No EC member, GL Officers or other individual shall be present for team selection when their child is on the bubble for a team. An individual whose child is on the bubble for a team must remove themselves from the selection process for that team.
- At the conclusion of the final evaluation session in an age category, the EC Co-hairs will confirm tabulation of all points accumulated by players in that age category. The player with the lowest points will be ranked #1, the next lowest #2 and so forth until all players are ranked.
- The EC Co-Chairs will prepare a final ranking list of the players. In Novice, there will be only one list ranking the players from first to last. In Atom there will be two lists, one for skaters and one for Goaltenders. At Peewee, Bantam and Midget, there will be three separate lists, one for Forwards, one for Defensemen and one for Goaltenders.
- Team selection begins when the coach of the first team in an age category is presented with his/her list of players. Once that coach has selected his/her coach picks (if applicable) then the coach of the second team in the age category will be presented with his list of players and so on until each coach in an age category has selected his/her team. If a coach selected is unavailable to attend in person at team selection, a conference call will be led by an EC Co-Chair.
- A player whose parent is chosen to coach a team may be pulled from the bubble to the list of "locked players" for that team. Unless otherwise determined by the EC, in such case, the lock list will be expanded by a player and an additional player will be pulled onto the bubble list, which will result in the team in question carrying one additional player.

- The size of teams is ultimately a decision of Hockey Calgary. Glenlake's optimal number of players per team is 18 in Novice, 17 in Atom and Peewee, 18 in Bantam and 19 in Midget (includes goalies).
- Where Glenlake is required to have more than one team playing in the same division, in accordance with Hockey Calgary Rules those teams shall be drafted with a goal of making both teams as equal in caliber as possible. To ensure fairness, team selection shall be made by selecting alternating players for the two teams according to ranking, until both teams are full. In higher age groups where bubble picks are made by coaches, the two coaches making the bubble picks shall also alternate in making those selections.
- Players are NOT grandfathered into groups of perceived peers, or onto teams they played on in the previous year(s). Players are expected to compete for, and earn, their placement regardless of where they played the previous season. There should be no expectation from parents or the players that they are entitled to stay at, or move to higher divisions from season to season.
- ALL team selections are final. All decisions of the Evaluations Committee are final.

15. Locked Player and Bubble Player Selections

- In Novice, Atom and Peewee there will be NO bubble picks with the exception of Peewee AA.
- In Peewee AA, Bantam and Midget, the list provided to each coach will be a mix of “locked” players and “bubble players”. The lock list will be comprised of players listed alphabetically and by position. The list of bubble players will be ranked in order from the player who evaluated the highest to the player who evaluated the lowest. Forwards and Defensemen will be divided equally amongst the number of teams. Each coach will have the number of assigned Forwards and Defensemen, less 2, as “locked” players and will pick two players from a bubble of 5 players on each list. The “standard” assignment of players will be either a 15-player team (not including goaltenders) having 9 forwards and 6 defensemen or a 16-player team (again, not including goaltenders) having 10 forwards and 6 defensemen. The number of locked players, Coach’s picks, and bubble players from which the Coach can select for different size teams would be as follows:

Number of Fwds	Fwd Locked Players	Fwd Coach Picks	Bubble Group Size
8 Fwd	6 Locks	2 Players	5 Players
9 Fwd	7 Locks	2 Players	5 Players
10 Fwd	8 Locks	2 Players	5 Players
11 Fwd	9 Locks	2 Players	5 Players
12 Fwd	9 Locks	3 Players	5 Players

Number of Def	Def Locked Players	Def Coach Picks	Bubble Group Size
4 Def	2 Locks	2 Players	5 Players
5 Def	3 Locks	2 Players	5 Players
6 Def	4 Locks	2 Players	5 Players
7 Def	5 Locks	2 Players	5 Players
8 Def	6 Locks	2 Players	5 Players

- In a case where Peewee AA, Bantam 1 or Midget 1 has an independent head coach making the player (bubble) selections, at that coach's request the EC may in its discretion
 - reduce the number of locked forwards and the number of locked defence players by one player in each case
 - expand the bubble group size by up to 2 players for both forwards and for defence.
- In the event of a tie for players to be placed on a bubble list, the EC will determine which player places ahead of the other. Second/Third year players in an age category shall be placed ahead of first year players in the event of a tie.
- When reasonably possible, the EC shall provide a coach a list of “locked” players on the team as well as a list of players who are on the “bubble” and are available for selection up to 15 minutes in advance of making team selections.
- When presenting a coach his/her list of players, the EC shall review all players on the bubble list with the Coach. The EC will, unless such information is not readily available, present what team and level each player played last year, position, Player Assessment for the previous season, and any other relevant information, and/or answer questions a Coach may have about a player. The only relevant information shall be related to on ice performance, disciplinary issues, or as contained in the Player Assessments.
- An assessment of players (“**Player Assessment**”) is provided to coaches to complete at the end of the season, regarding each player on the coach's team. The Player Assessment includes grading, ranking or comments regarding each player's skill level, hockey sense, commitment/dedication to the team, and other contributions to the team. Player Assessments are only to be used to assist with placement of players on teams, who are unable to attend evaluations due to injury, illness, or other acceptable reason, and to assist coaches to make “coach picks” for the following season.
- Coaches should use the following criteria when making coaches picks:
 - overall performance of player during evaluations;
 - skill level of player;

- fit of player to the team;
 - when available, the previous season Player Assessment(s) for the player(s) being considered;
 - age of player - i.e: 3rd yr vs 2nd or 1st yr / 2nd yr vs. 1st yr; and
 - previous year's performance.
- During team selection, the coach choosing a team shall only be shown the list of players on his lock and bubble lists and no other players. Players who are in lock position shall be shown in alphabetical order. Players on the bubble list shall be shown in ranked order according to their final evaluation ranking.
- Should a coach select players off the bubble not in the order they are presented, the coach shall be asked by the EC to provide reasons why he has not chosen players in the ranked order. The only valid reasons for a coach to select players other than in the ranked order are hockey reasons related to the selected player's particular position, their skills, information contained in the Player Assessment, and their on-ice playing ability, and the coach must satisfy the EC members present that he/she has valid hockey reasons for making such selections. It is NOT intended that the coach satisfy the player(s) or parents of player(s) not selected, of the reasons for coach selection decisions.
- Should a coach not be able to provide a valid hockey reason for overlooking a player in his/her team selection then that coach shall be instructed by the EC members to select the player(s) he/she intended to pass-over in favour of another player, failing which that coach shall be removed as a coach and another coach selected.
- Should a coach be removed as a coach prior to a team being fully selected, the team selection process for that age category shall be put on hold until another coach has been selected. If a replacement coach cannot be identified promptly, in the discretion of the EC, the EC may proceed to select the players for that team with approval from VP Operations

16. Goaltender Evaluation/Selection Process

- The selection process for goalies is dependent on the number of goalies available for each age group. When possible, the EC will retain third-party independent evaluators to carry-out goaltender evaluations. The following format will be used during the evaluations:
 - Goalie Only Sessions - There will be multiple "goalie only" ice sessions, which will be comprised of Goalie Camps, Goalie Skills Evaluations and 3 v 3 Sessions.
 - Goalie Camps - Goalies in Atom and Pee Wee will have the opportunity to participate in an ice time designated as a “camp”. The goalies WILL NOT be evaluated during these sessions. These camps are being held to demonstrate some of the drills they will be evaluated on during the skills session
 - Goalie Skills Evaluations - All goalies will participate in two (2) skills sessions in which they WILL BE EVALUATED while performing a number of drills to demonstrate their skill level.

- 3 v 3 Sessions – All goalies will participate in one or more 3 v 3 sessions in which they WILL BE EVALUATED while facing a number of shots and potential scoring scenarios to demonstrate their skill level.

Note: While there may also be skaters on the ice during these sessions, the purpose of having these skaters on the ice will be to provide shots on the goalies, with the focus in those sessions being the evaluation of goaltenders.

- Skills Ranking - Based on the outcome of the skills evaluations together with other factors such as:
 - the age group and division played the previous season; and
 - the Player Assessment completed by the goaltender's previous season coach, the goalies will be ranked and assigned to scrimmage session groups most suited to their abilities. The top ranked goalies will be assigned to the scrimmages for the top player group.
- Scrimmage sessions - There will be multiple scrimmage sessions for the goalies to be evaluated on their game play. The number of scrimmages will be determined by the number of skaters in the particular age group. Up to two (2) of the scrimmages may be a four-on-four format. See Appendix 4 for an example of the evaluation criteria used for goaltenders.
 - During the scrimmage, goalies will be evaluated on their game play, movement, positioning and recovery.
 - After each scrimmage, the ranking of the goalies will be reviewed and adjusted if required.
 - Goalies may MOVE UP OR DOWN from scrimmage to scrimmage. These moves may not be indicative of ranking, but rather the desire of the evaluators to see how the goalies perform against different shooters or among a different group of goaltenders.
- Final Goaltender Rankings - will be determined after the final ice time and will reflect a combination of performance evaluation in the goaltender-only skills sessions, 3 v 3, scrimmage play, and if deemed necessary by the EC, the division of team on which the goaltender played the previous season and the player assessment of that goaltender by his/her coaches from the previous season.

Goaltender Team Selection - In general, the final selection of goaltenders and assigning goalies to a team will depend on the number of Goalies available to be placed on each team. The #1 ranked goaltender would automatically be placed on Team 1. If Team 1 was to have 2 goalies, the Coach of that team could choose a second goalie from a list, the size of which list is to be established by EC once the number of goalies for that age group is known and they have been evaluated). Once Team 1 has made its goalie selections, the Team 2 selections would again be dependent on the number of goalies to be carried by Team 2. For example, if Team 2 had only 1 Goalie, then the Coach can choose this goalie from a list, however if Team 2 is carrying 2 goalies, the next highest ranked goalie would be automatically placed on Team 2 as the first choice and the Coach would then choose its second goaltender from a list. This process would continue for each team until all goalies are placed.

The maximum number of full-time goalies for any team will be set at two for all age categories.
For example:

Team #	Team allocated 1 goalie	Team allocated 2 goalies
1	Highest ranked	1 st goalie – Highest ranked goalie 2 nd goalie – Coach pick from list
2	Coach pick from list	1 st goalie – Highest ranked remaining goalie on list 2 nd goalie – Coach pick from list
3	Coach pick from list	1 st goalie - Highest ranked remaining goalie on list 2 nd goalie – Coach pick from list

- In all cases, the size of any goaltender list used by Coaches for selecting goalies needs to be established prior to team selections. The entire list of goaltenders will not be made available to each coach.

17. Team Selection Communication

- Communication will be sent to players/parents via Teamsnap once ALL teams in each age group have been completed.
- Age group coordinators shall instruct their coaches to contact their players regarding team selection at or around the same time in order to prevent some players from knowing their placement significantly before or after other players in the same age group category.

18. General

- The following shall be posted on the Glenlake website:
 - the Evaluation Guidelines;
 - a description of the drills that may be used for each age category during evaluation sessions; and
 - such other information as the EC deems appropriate.
- In general, the following principles shall guide the evaluations for Glenlake:
 - Glenlake's Evaluation Guidelines are not absolute rules. Flexibility is purposely built into the evaluation process, to enable the EC to adapt to the many varied circumstances that may arise during evaluations. Such circumstances may include:

- shortages or excess players for particular positions in an age group;
 - mathematical ties among groups of players;
 - significant year-to-year changes in number of players in an age group;
 - unintentional errors made by Glenlake volunteers which impact the process;
 - shortage of volunteer evaluators, or other required volunteers; and
 - etc.
- Glenlake will not register any players after evaluations begin unless that player moves to a residence within Glenlake's boundaries from outside of the City of Calgary. Should Glenlake accept the registration of a player after the close of evaluations, that player will be placed on a team at the sole discretion of the EC.
 - All decisions of the Evaluation Committee shall be made taking into account the best interests of ALL the players in an age category.
 - ALL DECISIONS of the EC regarding evaluations, or the evaluation process, are FINAL.

19. Post Evaluation Process Debrief

- The EC should conduct an annual post-evaluation review (debrief) of the evaluations for all age categories. Resulting recommendations for changes to the process will be presented to the Board of Directors for consideration.

Appendix 1 – Evaluations Criteria

Glenlake Player Evaluation Criteria

All Levels/All Sessions

Skating

- Executes tight turns both ways
- Executes cross over both ways
- Stops facing either direction
- Accelerates well
- Maintains good balance while skating; strong on skates
- Does not exhibit any major flaws in skating

Puck Handling

- Controls puck while looking down
- Stick handles forehand and backhand (doesn't just push the puck)
- Executes tight turns with the puck, on forehand and backhand
- Able to protect puck by using body to shield it from defender
- Stickhandles beyond 45 degrees in front of body; moves the puck side to side and front to back

Passing

- Passes accurately
- Receives pass with control
- Passes and receives passes at top speed
- Executes forehand and backhand passes
- Adjusts position to receive off-target passes

Shooting

- Shoots with power and accuracy
- Releases shot quickly
- Executes forehand and backhand shot
- On forehand executes wrist, snap and slap shot

All Levels/All Scrimmages

Hockey Sense

- Anticipates the play
- Makes high percentage play, especially in high risk situations
- Is engaged and plays well away from the puck
- Provides offensive and defensive support for teammates
- Makes smart shift changes (if applicable)
- Versatile and can play different positions (covers for teammates)
- Plays all 200' of the ice surface (backcheck/forecheck)
- Faces puck/maintains awareness

Determination

- Strong on the puck
 - Offensively when protecting it
 - Defensively when checking
 - When battling for loose pucks
- Stays on feet in battles for pucks

Offensive Play (Player's team has the puck)

- Exhibits strong puck control (puck control at varied speed, through traffic, patient with puck)
- Provides passing options to teammates
- Opens passing lanes
- Communicates with teammates
- Stick positioned on the ice
- Positioned well to be prepared for turnovers

Defensive Play (Other team has the puck)

- Forechecks and backchecks to regain possession
- Aware of other players and covers open opponent
- Head on a swivel and active away from the puck
- Anticipates play
 - Identifies puck carrier's options
 - Aware of other attacking players
 - Stick is on the ice
 - Strives to maintain position between attackers and net while applying pressure (D-side checking)

Physical Play

- Boards and corners
 - Battles hard – Not afraid of contact
 - Physical presence
- Makes most of size and strength – Holds ground
- Conditioning – stamina through shift and game
- Checking
 - Knows how to execute checks of all kinds
 - Priority is puck separation
 - Avoids making dangerous body checks (applicable to divisions with body checking)

Positional Play (Peewee and up) – See Forward & Defense Specific Criteria sheet

Glenlake Player Evaluation Criteria – Positional Criteria

Peewee/Bantam/Midget

Forward Specific

Offensive play

- Supports puck
 - Creates options –
 - Moves to open ice
 - Opens passing lanes
- Covers for rushing defensemen
- Executes offensive skills (passing/shooting/skating)
- Protects puck
- Demonstrates scoring touch

Defensive Play

- Anticipation
 - Reads play, controls gap
 - Understands pressure vs. contain
- Positioning
 - Angles well
 - Active away from puck
 - Understands defensive side positioning
- Forecheck
 - Works hard
 - Active stick (on ice/on puck)
 - Pays attention to teammates on the forecheck
- Does not over-commit (3rd player in)
- Backcheck
 - Works hard
 - Picks up open opponent
 - Through all three zones
 - Head on a swivel
 - Active stick

Defense Specific

Defensive Play

- Anticipation
 - Reads play, controls gap away from the puck
 - Understands pressure versus containing a player
- Positioning
 - Angles well
 - Active away from the puck
 - Understands defensive side positioning
- Skating
 - Strong backward skater
 - Matches attackers speed
 - Controls Gap
 - Mobility
 - Good lateral movement
 - Pivots well
 - Can transition fwd/bkwd, bkwd/fwd
- Against the rush
 - Identifies the odd man rush and defends accordingly
 - Takes away the middle and passing lane
 - Applies gap pressure
 - Doesn't get beaten wide
- Net Front
 - Head on a swivel
 - Aware of passing lane
 - Active stick

Offensive Play

- Supports puck
- Creates options – jumps into play
- Protects puck
- Intelligent/accurate passing
- Rushes the puck if/when opportunity presents itself

Appendix 2 – Macro-Sort Form Example

Appendix 3 – Micro-Sort Form – Example

Appendix 4 – Example Goaltender Evaluation Criteria